

Accountant - Under general direction of the Assistant Finance Director, the Accountant performs accounting duties, including general ledger reconciliations, escrow reconciliations, financial reporting, grant recordkeeping and general financial record keeping; maintains a variety of accounts and subsidiary ledgers for various city functions including developer agreements and escrows and capital assets; and performs a variety of accounting functions relative to assigned areas of responsibility. Knowledge of operational characteristics, services and activities of an accounting program including accounts payable, accounts receivable and financial reporting. Knowledge of Governmental Accounting Standards Board (GASB) requirements and Generally Accepted Auditing Principles (GAAP) related to municipal finance administration and program development. Knowledge of Federal, State and Local financial policies, laws and regulations, including tax laws. Knowledge of general business practices in the field of finance and economics. Knowledge of methods and techniques of developing and implementing accounting systems. Knowledge of maintaining complex computerized general ledger systems. Knowledge of computers and related equipment, hardware and software for development and tracking of fixed assets and banking arrangements. Knowledge of municipal audit practices and procedures. Knowledge of City policies and procedures. Proficient in effective oral and written communications. Skill in tracking, monitoring, and reviewing various reports. Skill in resolving customer complaints and concerns. Ability to prepare clear and concise reports. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Ability to research, analyze and evaluate new service delivery methods and techniques. Bachelor's Degree in Accounting, Finance or related field **and** one (1) year of accounting experience **or** equivalent combination of education and experience. Preference given to individuals with governmental fund accounting experience. Must pass a pre-employment drug screen, background and motor vehicle record check. Must possess valid State of Texas Drivers License.

Salary \$3,633.07/month + Benefits Position subject to close without notice. EOE